

DEPARTMENT OF TRANSPORTATION  
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

CHARTER

NATIONAL HIGHWAY SAFETY ADVISORY COMMITTEE

**1. PURPOSE.** This charter provides policy and guidelines for the National Highway Safety Advisory Committee which was established by the Highway Safety Act of 1966 (23 U.S.C 404), hereinafter termed "the Act." When approved it will supersede the previous charter which became effective January 5, 1983.

**2. OBJECTIVES AND DUTIES.** The National Highway Safety Advisory Committee shall advise, consult with, and make recommendations to the Secretary or her delegate on matters relating to the activities and functions of the Department in the field of highway safety. In addition, the Committee is authorized:

- a. To review research projects or programs in the field of highway safety and recommend to the Secretary, any such projects or programs which it believes show promise of making valuable contributions to human knowledge with respect to the cause and prevention of highway accidents and,
- b. Prior to issuance, to review and make recommendations on standards proposed to be issued by order of the Secretary under the provisions of section 402(a) of Title 23 (as amended). Such recommendations shall be published in connection with the Secretary's determination or order.

**3. SCOPE.** The Committee shall act in an advisory capacity to the Secretary or her delegate and shall neither exercise program management responsibility nor make decisions directly affecting the program upon which it provides advice. The advice and recommendations of the Committee shall be the result of its independent collective judgement. The Committee shall operate in accordance with the Federal Advisory Committee Act and the Department of Transportation Committee Management Order. It may investigate, report, recommend, or provide a forum or mechanism for the exchange of information on highway safety programs carried out by the Department. Subject to this charter and all applicable laws, rules and guidelines, the Committee may establish and maintain bylaws governing the meeting procedures and other aspects of Committee activities as it deems necessary.

**4. DURATION.** Continuing.

**5. MEMBERSHIP.**

- a. The Committee is composed of the Secretary or an officer of the Department appointed by her, the Federal Highway Administrator, the National Highway Traffic Safety Administrator, and 35 members appointed for three years by the President, no more than four of whom shall be Federal officers or employees. The appointed members are selected from among representatives of State and local governments, including State legislatures, and of public and private interests contributing

to, affected by, or concerned with highway safety, including national **organizations** of passenger car, bus, and truck owners, and other **public** and **private agencies**, organizations or groups demonstrating an **active** interest in highway safety, as well as research scientists and other individuals who **are** expert in this field.

- b. Specific terms of office and eligibility for membership and for reappointment **are** prescribed by the Act. The terms of all members expire upon termination of the Committee.
- c. Members **are** expected to make every effort to attend meetings of the full Committee and any subcommittees or task forces of which they are **members**. If **unable** to attend a substantial number, a member should consider withdrawing from the subcommittee or the Committee in order to allow others the opportunity of membership and participating in Committee business.
- d. Members may be represented at meetings by alternates, but alternates may not vote or receive compensation or be reimbursed for travel expenses.

6. OFFICERS. The Secretary shall select the chairperson and vice chairperson **from** among Committee members. The vice chairperson serves as chairperson in the absence of the chairperson.

7. COMMITTEE STRUCTURE. The Committee is composed of subcommittees and task forces established from time to time by the Chairperson to address continuing and one-time issues, programs and problems. Officers of subcommittees and task forces are appointed by the Committee Chairperson.

8. MEETINGS. The full Committee meets as needed but is required by the Act to meet at least once each year. Subcommittee or task force meetings are held **from** time to time as required. The scheduling and agendas of all meetings must be approved in advance by the Secretary or her delegate before meetings can be held. The NHTSA Executive Secretary, or his delegate, is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting.

9. SPONSOR AND SUPPORT SERVICES. The Administrator, National Highway Traffic Safety Administration, is the Committee sponsor and will provide support services for the operation of the Committee.

10. COORDINATION. The sponsor will coordinate plans for Committee meetings and agendas with the Federal Highway Administration, and other affected Department of Transportation elements to assure complete involvement of the Department's total highway safety effort.

11. TRAVEL AND COMPENSATION.

- a. Members of the Committee who are not officers or employees of the United States Government shall, while attending meetings or conferences of the Committee or otherwise engaged in the business of the Committee, be compensated at a daily rate not to exceed \$100.

- b. Members are authorized travel allowances in accordance with Government regulations.
- c. All travel by individual members when engaged in official Committee business, must be approved in advance by the Chairperson and appropriate Government officials.

12. OPERATING COSTS. The estimated annual direct operating cost of the National Highway Safety Advisory Committee is **\$130,000**. This estimate includes **compensation and reimbursement for travel for members, transcripts, miscellaneous costs** related to meetings, and the salaries and travel expenses of the (1.5 person years) staff supporting the Committee.

13. FILING DATE. This charter is effective Jan. 5, 1985, which is the filing date of the charter.